

**Request for Proposal  
for  
Building Code Official, Zoning Officer  
and Code Enforcement Officer**

**East Coventry Township**

855 Ellis Woods Road  
Pottstown, PA 19465  
(610) 495-5443  
(610) 495-9925 FAX

**Board of Supervisors**

W. Atlee Rinehart, Chairman  
Jay Doering, Vice-Chairman  
Robert F. Preston, Member  
Timothy Roland, Member  
Rosemarie Miller, Member



## **I. Purpose of Request**

East Coventry Township is hereby soliciting proposals for the positions of Building Code Official, Zoning Officer and Code Enforcement Officer. The firm selected shall perform services in an at-will capacity for the Board of Supervisors. East Coventry Township opted-in to the 2003 Pennsylvania Uniform Construction Code (UCC) and conducts all building plan reviews and construction inspections per the UCC. The position shall also be responsible for all Zoning Officer and Code Enforcement Officer duties as described in the Township Code of Ordinances.

## **II. Instructions to Respondents**

Seven proposal copies shall be submitted by 4:30 p.m., Wednesday February 7, 2007 to:

Mr. Casey LaLonde, Township Manager  
855 Ellis Woods Road  
Pottstown, PA 19465

## **III. Selection Criteria**

Upon receipt of the proposals, interviews are proposed for Monday, February 26, 2007 with the East Coventry Township Board of Supervisors. The Board of Supervisors shall, in addition to reviewing the firm's qualifications, contact professional references included in the proposal.

## **IV. Required Information**

The following information is required to ensure a comprehensive review of the responding firm's proposal:

1. Introduction – provide a description of your firm, principals, a general summary of the firm's experience and specialties and years in business.
2. Experience – provide a description of your firm's experience and provide examples of current municipal clients and responsibilities.
3. Personnel – provide detailed information about key on-site personnel and support staff that will be assigned to the Township. Also, please provide a proposed schedule for Township office hours for plan review, building permit issuance and Zoning Officer and Code Enforcement duties.
4. Fee Schedule – please provide the firm's current fee schedule. Please include separate hourly charges for Zoning Officer and Code Enforcement Officer duties. For Building Code Official duties, the Township has historically shared a proportion of building permit fees with the appointed Building Code Official. Please provide a proposed percentage split between your firm and the Township for Building Code

Official duties, including plan review, construction inspections and Use & Occupancy permit issuance and general building / Zoning permit issuance.

5. Professional References – please include a list of not less than three (3) professional references to include at least two (2) municipalities.

**For questions or clarifications, please contact Casey LaLonde, Township Manager, at 610-495-5443 x 100 or via email at [clalonde@eastcoventry-pa.gov](mailto:clalonde@eastcoventry-pa.gov).**